

[Your Name]  
[Your Position]  
[Your Company]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an attendance certificate for the corporate meetings I attended on [date(s) of the meetings]. The meetings were held at [location] and covered various important topics related to our industry.

Having an official certificate would be beneficial for my records and for confirming my participation for professional development purposes.

Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]